

Risk Assessment Title:

Covid-19 Staying healthy safe and well when carrying out regulatory activities, sector & policy work

Review Frequency:Every 8 weeks

Revision Number:11

Revision Date:26/01/2021

Risk Assessment Reference:D02.1-RA-CoVid-19 DHP

HSW Risk Committee:

External Risks - Duty Holder Premises & Travel

Be alert to risk

Care for others

Stay healthy and safe

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1. Description of work activity (set the scope by providing a brief step by step guide on the whole of the process covered by this risk assessment):

Travelling to, accessing and working on external / duty holder premises during pandemic conditions (Covid-19). Specifically as HSE has implemented controls to manage the delay and mitigation stage.

2. Persons exposed to Hazards		3.Frequency (how often?) and Duration (how long?) of Activity			4. Work Location(s)		
HSE Colleagues		Daily and up to a period of approximately 12 weeks			Public spaces, road, rail and air networks, helicopter travel, private and hired vehicles, External / Duty Holder Premises		
Members of the Public - Commuters, Employees of duty holders, Interested Parties, Emergency Services		Daily and up to a period of approximately 12 weeks			Public spaces, road, rail and air networks, helicopter travel, private and hired vehicles, External / Duty Holder Premises		
Vulnerable persons - Groups defined as higher risk if exposed to CoVid-19		Daily and up to a period of approximately 12 weeks			Public spaces, road, rail and air networks, helicopter travel, private and hired vehicles, External / Duty Holder Premises		

5. HAZARD (what has potential to cause harm)	6. How does this occur during activity? Who does it affect? What are the potential losses (e.g. injuries, ill health etc.)	7. RISK RATING WITHOUT CONTROL MEASURES			8. SUMMARY OF EXISTING CONTROL MEASURES (What is place to reduce the risk)	9. RESIDUAL RISK RATING WITH EXISTING CONTROL MEASURES			10. ACCEPT RISK?	11. ANY FURTHER ACTIONS THAT COULD REDUCE RESIDUAL RISK (i.e. ADDITIONAL CONTROL MEASURES)?	12. WHO IS RESPONSIBLE ?	13. TARGET DATE	14. RESIDUAL RISK RATING AFTER ADDITIONAL CONTROLS				
		LR	CR	OV		LR	CR	OV					LR	CR	OV		
1.1 Infectious Disease - Coronavirus	Exposure to Covid-19 from aerosols, droplets, person to person contact or from contact with contaminated surfaces whilst travelling to undertake external activities	3	3	9	External activities including site and home visits can be undertaken as outlined in HSE's 'Regulating occupational health and safety during coronavirus (COVID-19)' statement (see HSE statement in 15.18) in accordance with the authorisation process for your role or division (see HSE guidance in 15.11). If travel is required: (i) Consider current health status first. Do not travel if you or persons living with you have had Covid-19 symptoms in the timescales that require self-isolation (see PHE Guidance in section 15.1) (ii) If you or persons living with you have Covid-19 symptoms, you should use the relevant Track and Trace programme (where applicable by region), which has been introduced to slow the spread of the virus (see guidance in 15.17). Colleagues should take a test in accordance with Government guidelines(see PHE Guidance in section 15.16). (iii) Travel separately to other colleagues and use transport that offers least social contact. (iv) Use your own vehicle if you can first (see HSE guidance in 15.2). (v) If you cannot use a personal vehicle, consider a hire car or HSE Pool car. Before using hire cars / pool cars, clean high-touch surfaces with suitable cleaning materials (see HSE guidance in 15.10). (vi) Use public transport if you are not able to use a vehicle. Follow Government safe travel guidance (see PHE guidance in 15.3) including on social distancing maintaining 2m wherever possible, wearing a face covering and wash your hands before and after you have been on public transport. Consider the best times to travel to avoid any peaks. Take and use hand sanitiser (available from designated locations) where hand washing facilities are not immediately available.	2	3	6	YES								
1.2 Infectious Disease - Coronavirus	Exposure to Covid-19 from large droplets (>100um) exhaled by infectious persons, person to person contact or from contact with contaminated surfaces whilst accessing and undertaking external activities .	3	3	9	External activities including site and home visits can be undertaken as outlined in HSE's 'Regulating occupational health and safety during coronavirus (COVID-19)' statement (see HSE statement in 15.18) in accordance with the authorisation process for your role or division (see HSE guidance in 15.11). (i) Consider current health status. Do not undertake any external activities if you or persons living with you have had Covid-19 symptoms in the timescales that require self-isolation (see PHE Guidance in 15.1) (ii) If you or persons living with you have Covid-19 symptoms, you should use the relevant Track and Trace programme (where applicable by region), which has been introduced to slow the spread of the virus (see guidance in 15.17). Colleagues should take a test in accordance with Government guidelines. (iii) Do what you can at home to plan and prepare for a visit to duty holders premises to minimise social contact wherever possible. This includes: Making an appointment where possible and appropriate with the duty holder (or homeowner) Establishing if and how you can apply and maintain HSE Covid-19 control measures. (iv) On arrival, follow Government guidance (see PHE guidance in 15.3) on social distancing maintaining 2m wherever possible (v) Communicate HSE Covid-19 controls clearly at the start of the visit. (vi) Wash your hands before, during and after entering duty holder premises (see NHS Guidance in 15.4). Take and use hand sanitiser (available from designated locations) where hand washing facilities are not immediately available. (vii) Take the minimum content of equipment into a workplace/home and seek to minimise contact with surfaces where possible. (viii) When undertaking joint visits ensure everyone who is visiting has been suitably briefed about the control measures and protocols being used. Only one trainee per visit. (ix) When undertaking home visits, site observation or meetings, refer to guidance which has been developed to align with BEIS 'Working safely during coronavirus (Covid-19)' (see guidance in 15.19) (x) You should only visit somebody's home if it is the only way to fulfil regulatory requirements (e.g. gathering evidence). (xi) Colleagues should take soap & water with them to wash and clean hands at sites where there may be unsuitable welfare provision (xii) Colleagues should review additional Government Policies or industry sector guidance which needs to be implemented when undertaking a site visit (e.g. public health precautions such Face Coverings at Hospitals etc.) Use the HSW Controls and Information Card to confirm that you are able to work safely at External / duty holder's premises Remember ME>TEAM>TASK! If you have any concerns during the visit and you may not be able to maintain HSE CoVid-19 Control Measures, STOP and move back to a place of safety.	2	3	6	YES	Use HSW Control and Information Checklist to evaluate if key social distancing and hygiene controls can be maintained on a visit to External / Duty Holders Premises. Band 3 or 4 Inspectors who require self authorisation clearance must be approved then commence an 8 weekly review of approval by their Line Manager using the LM Self Authorisation Checklist, (see HSE guidance in 15.18).	All colleagues All relevant Line Managers	Ongoing Ongoing		2	3	6	
1.3 Infectious Disease - Coronavirus	Exposure to Covid-19 from smaller particles (<100um) exhaled by infectious persons that could become an aerosol in enclosed, internal spaces. In general most HSE Colleagues are transiting workplaces as an observer and will not be in enclosed spaces for long durations.	3	3	9	In addition to the Hierarchy of controls indicated in 1.2 above: (i) Colleagues should establish whether there may be poor ventilation (see guidance 15.23) in any internal areas to be visited. (ii) Colleagues must limit time within duty holder premises to decrease duration in a location whenever possible. Longer duration meetings should be completed remotely either before or after the visit where possible. (iii) On entering a poorly ventilated area whilst conducting a visit, colleagues should withdraw to a well-ventilated place. Remember ME>TEAM>TASK! If you have any concerns during the visit and you may not be able to maintain HSE CoVid-19 Control Measures, STOP and move back to a place of safety.	2	3	6	YES	Developing guidance for colleagues visiting external premises that provides more information on identifying and avoiding poor areas of ventilation. Establish communication opportunities	Mike Calcutt Relevant Divisional Directors	01/02/2021 05/02/2021		2	3	6	

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Travelling to, accessing and working on external / duty holder premises during pandemic conditions (Covid-19). Specifically as HSE has implemented controls to manage the delay and mitigation stage.

1.4 Infectious Disease - Coronavirus	Increased risk of Covid-19 when travelling, working externally or at duty holders premises for HSE colleagues who fall into the PHE 'Clinically Extremely Vulnerable Groups'	3	4	12	Any colleagues in the clinically extremely vulnerable group are advised to work from home where possible. If you cannot work from home, you may still be able to go to work and should follow the guidance in accordance with your local tier. (For England see PHE Guidance in 15.6e; for Scotland see 15.6s; and for Wales see 15.6w). You should not go to the workplace if they live or work in areas where shielding advice is active. The Line Manager must use the 'Working Outside the Home' guidance (see guidance in 15.5) in addition to the 'Line Manager Guide for Managing Mental Health and Wellbeing during Covid-19' if external Work Activities are required (see guidance in 15.14).	1	4	4	YES						
1.5 Infectious Disease - Coronavirus,	Increased risk of Covid-19 when traveling, working externally or at duty holders premises for HSE colleagues who fall into the PHE 'Vulnerable Groups'	3	3	9	The Line Manager of a colleague who is classified in a vulnerable person group for Covid-19 (see NHS Guidance in 15.7) must assess the circumstances of any potential visit based on the nature of the task and the risk of CoVid-19 infection (see guidance in 15.8). The Line Manager must use the 'Working Outside the Home' guidance (see guidance in 15.5) in addition to the 'Line Manager Guide for Managing Mental Health and Wellbeing during Covid-19'.(see guidance in 15.14)	2	3	6	YES						
1.6 Infectious Disease - Coronavirus	Increased risk of Covid-19 for vulnerable person living in the same home as HSE colleagues who are carrying out work at externally / at duty holders premises.	3	3	9	The Line Manager of a colleague who also shares a home with a vulnerable person for Covid-19 (see PHE/NHS Guidance in 15.6 & 15.7) must assess the circumstances of any potential visit based on the nature of the task and the risk of Covid-19 infection (see guidance in 15.8). The Line Manager must use the 'Working Outside the Home' guidance (see guidance in 15.5) in addition to the 'Line Manager Guide for Managing Mental Health and Wellbeing during Covid-19'.(see guidance in 15.14)	2	3	6	YES						
1.7 Infectious Disease - Coronavirus	Exposure to Covid-19 from air, person to person contact or from contact with contaminated surfaces whilst accessing and working on duty holder's premises - Offshore oil and gas installations (OI)	3	3	9	In addition to the overall controls mentioned in 1.1 - 1.5 above: HSE will implement the guidance published by Health Protection Scotland (HPS), working with the Oil and Gas UK (OGUK) Pandemic Steering Group (PSG) (see guidance in 15.12 and 15.13). This includes: (i) Temperature screening of those intending to travel, modified security arrangements and increased cleaning regimes of PPE and infrastructure at heliports, increased cleaning regimes on OI. (ii) Colleagues must contact their Line Manager (or a nominated deputy) daily when offshore, and immediately should they develop Covid-19 symptoms. (iii) Internal guidance for ED offshore colleagues is hosted on the Coronavirus Pandemic page of the Energy Division Community (see guidance in 15.13)	2	3	6	YES	Develop context specific line in risk assessment regarding traveling offshore in helicopters during the pandemic	Paul Bradley / Jonathan Jones	03/02/2021			
1.8 Mental Health and Wellbeing - Anxiety about contact with duty holders or members of the public during Coronavirus visits	Concerns about possibility of increased exposure to violence and aggression.	2	3	6	Authorised visits are planned by appointment where possible and appropriate, and visiting colleagues should be accompanied where necessary (HSE colleague, Police or other agencies). Follow HSE guidance re violence or aggression guidance (see HSE Guidance in 15.9)	1	3	3	YES						
1.9 Undertaking spot-checks and/or visits where there has been a positive case, a cluster or outbreaks	Increased risk of Covid19 due to prevalence of virus	4	3	12	Follow risk assessment controls & guidance. When undertaking prearranged site visits, in preparation for the visit, colleagues should confirm that any workers who have tested positive are self-isolating as required. If the visit is not pre-arranged, colleagues should look to establish this as soon as possible at the start of the visit.	2	3	6	YES						
1.10 Overseas travel (outside of Great Britain and Northern Ireland)	Exposure to Covid-19 from aerosols, droplets, person to person contact or from contact with contaminated surfaces whilst travelling overseas.	3	3	9	Overseas travel should only be undertaken when it is considered essential to operational priorities and must be authorised at director level. Colleagues traveling overseas must, in addition to the normal non-pandemic risk assessment approach, follow UK government travel advice (see 15.21) and any requirements of the host country.	2	3	6	YES						
1.11 Flying	Exposure to Covid-19 from aerosols, droplets, person to person contact or from contact with contaminated surfaces as passenger on a flight.	3	3	9	Colleagues that are required to take flights for work must follow the safer air travel for passenger's guidance. (see 15.22)	2	3	6	YES						

15. References to other associated Documents (e.g. Method statements, Operating Procedures or Guidance, Work instructions, Risk Assessments)

15.1 https://www.gov.uk/government/publications/covid-19-stay-at-home	15.2 HSE Travel Policy	15.3 https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	15.4 https://www.nhs.uk/live-well/healthy-body/best-way-to-
15.5 Working Outside the Home	15.6e England - Guidance on shielding and protecting extremely vulnerable persons	15.6s Scotland - Guidance on shielding and protecting extremely vulnerable persons	15.6w Wales - Guidance on shielding and protecting extre

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15.7 https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-high-risk	15.8 Working externally - vulnerable groups	15.9 HSE violence or aggression guidance	15.10 Working Externally - Travel
15.11 Working externally - When are we going to attend dutyholder premises	left blank	15.12 Guidance for prevention and management of cases of covid-19 on offshore installations	15.13 Staying Healthy Safe and Well during Offshore Regulatory Activities - Guidance
15.14 Line Manager Guide for Managing Mental Health and Wellbeing during Covid-19	15.16 https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	15.17 https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance	15.18 https://www.hse.gov.uk/coronavirus/regulating-health-and-safety/index.htm
15.19 BEIS 'Working safely during coronavirus (COVID-19)' (https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19).	15.21 Overseas travel advice	15.22 Safer air travel guidance for passengers	15.23 Ventilation and air conditioning during the coronavirus (COVID-19) pandemic

16. Risk Assessor(s)	Role / Area	17. Contributor(s)	Role / Area	18. Accepted by (RA Owner)
	HSW team / HR		HSW FOD TU, CEMHD TU, CEMHD EDSLT CD	HSE Executive Committee

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